







Navigating through InfoView

Procedure

1. Start the transaction using the menu path or transaction code.

Navigating through InfoView

Go directly to:

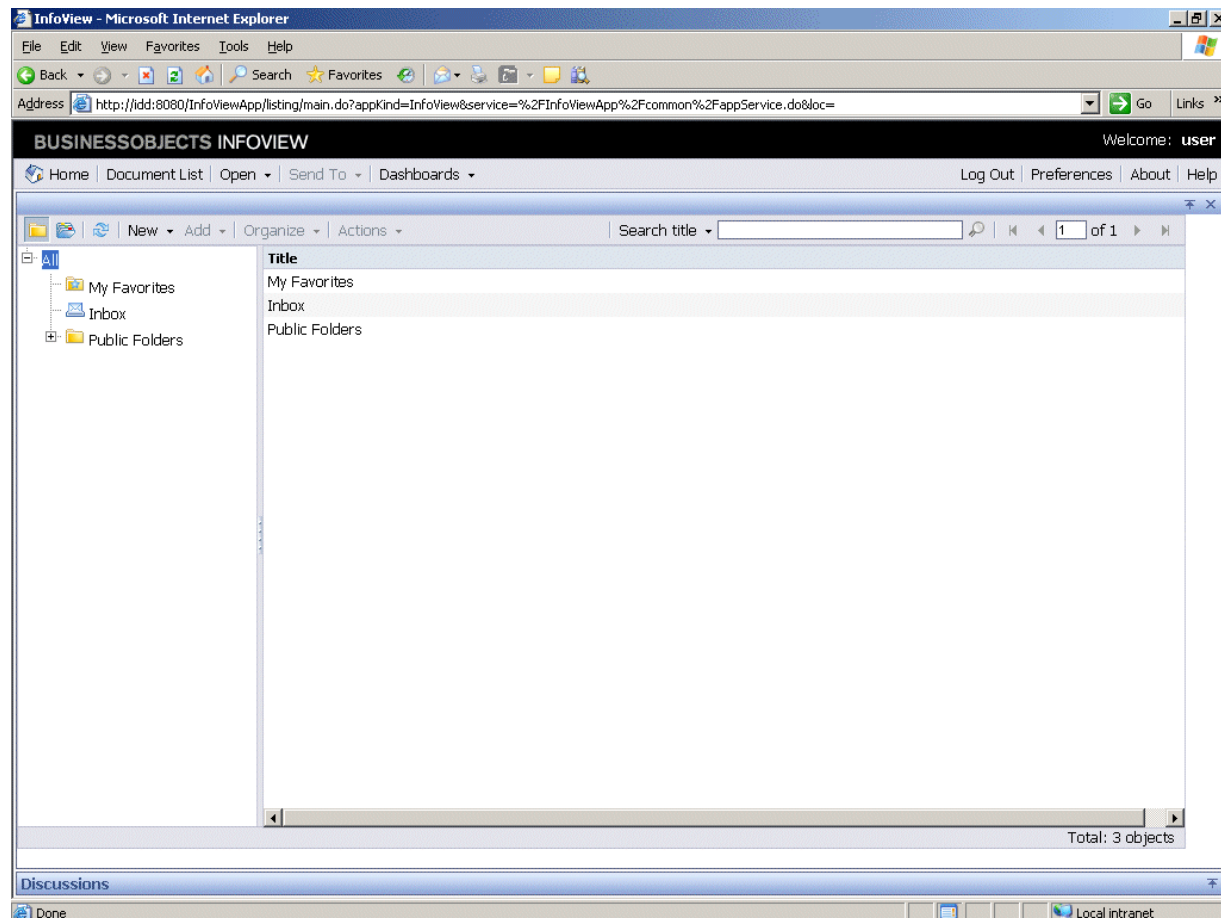
-  [Document List](#)
-  [My Favorites](#)
-  [My Inbox](#)
-  [My Preferences](#)
-  [Information OnDemand Services](#)
-  [Help](#)

InfoView

2. Click the **Document List** object.

Navigating through InfoView

InfoView Toolbar



3. Press **[Enter]** to continue.

The Home page is divided into three areas:

The **Toolbar**, which helps you manage your InfoView options (such as Encyclopedia, Preferences, creating new items, and sending documents). The Toolbar is displayed at the top of the page.

The **Navigation Panel**, which lists your folders and categories, and provides options to manage them. The Navigation Panel is located on the left side of the page.

The **Workspace Panel**, which displays the page you are viewing (such as folder properties or a report). The Workspace Panel is located in the middle of the page.

Navigating through InfoView

Press **[Enter]** to continue.

4. Press **[Enter]** to continue.

On the InfoView toolbar, the Home button returns you to the InfoView Home page.

Press **[Enter]** to continue.

5. Press **[Enter]** to continue.

When viewing documents, you can use the Encyclopedia button to view Encyclopedia content. It will appear as a column to the right of the Workspace Panel.

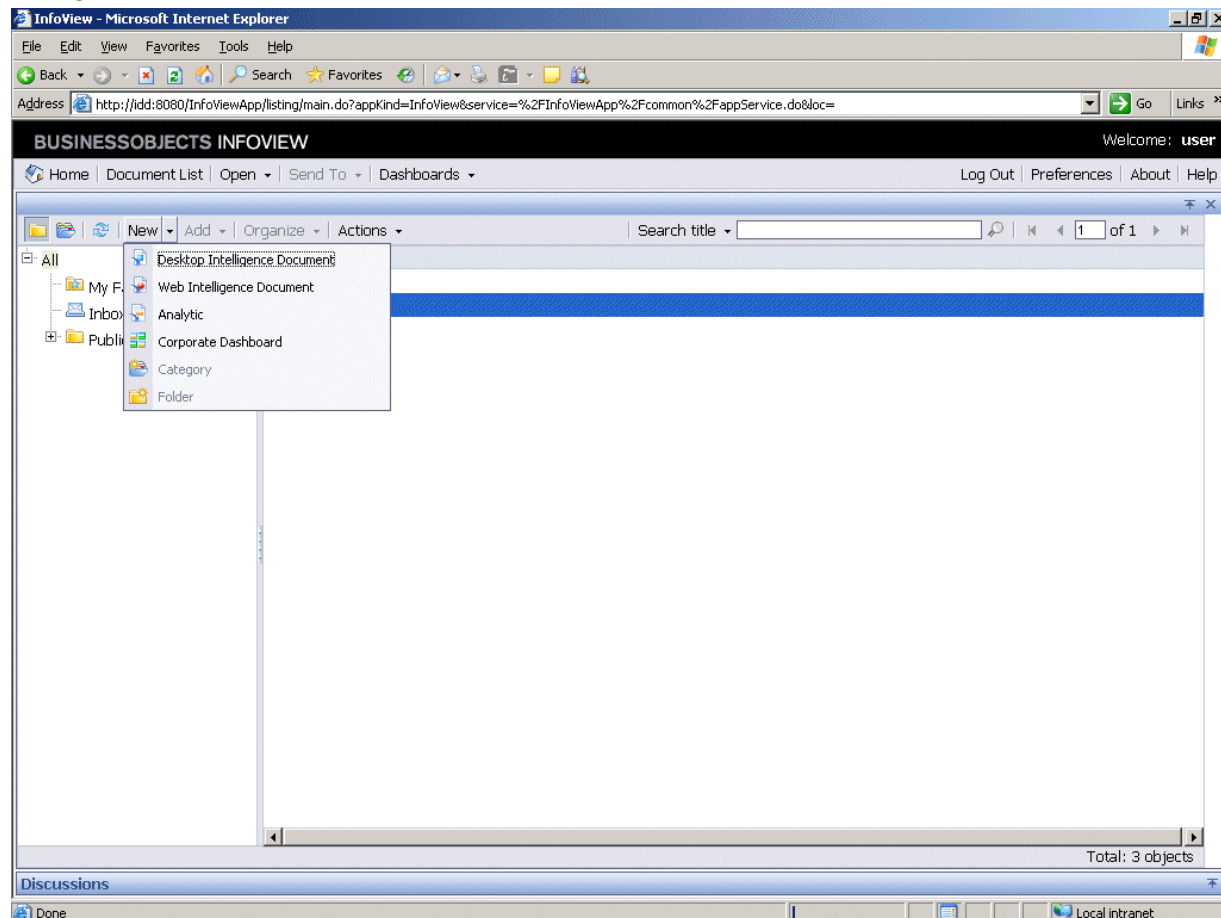
Press **[Enter]** to continue.

6. Click the **New** drop-down button menu.

You can create a new folder, category, or object with the New button.

Navigating through InfoView

Navigation Tree



7. Press **[Enter]** to continue.

Throughout the course you will learn about some of the different types of applications you can access using InfoView.

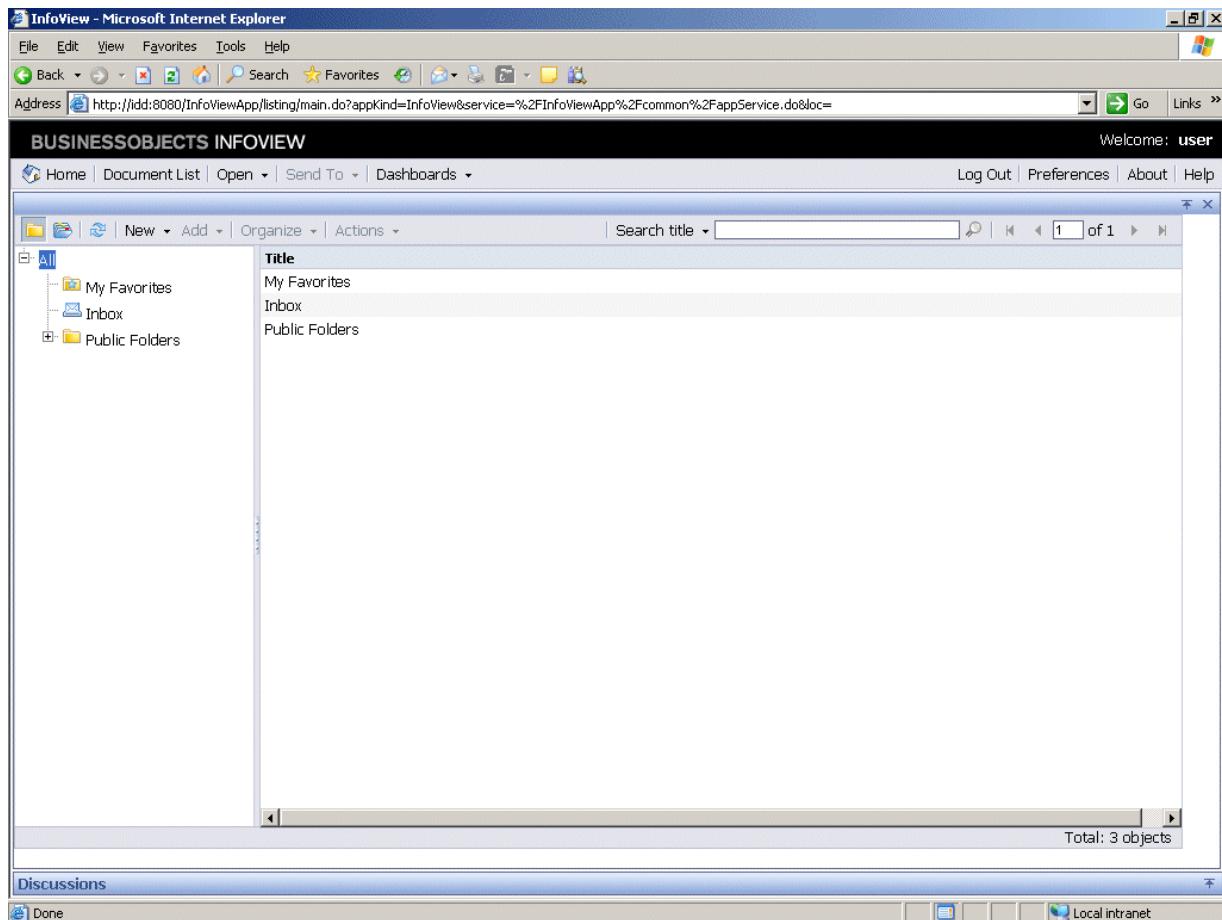
You may not see all the options described in this section, depending on your deployment and your access rights.

For more information, refer to the *Accessing other applications* topic in Online Help.

Press **[Enter]** to continue.

Navigating through InfoView

InfoView Toolbar



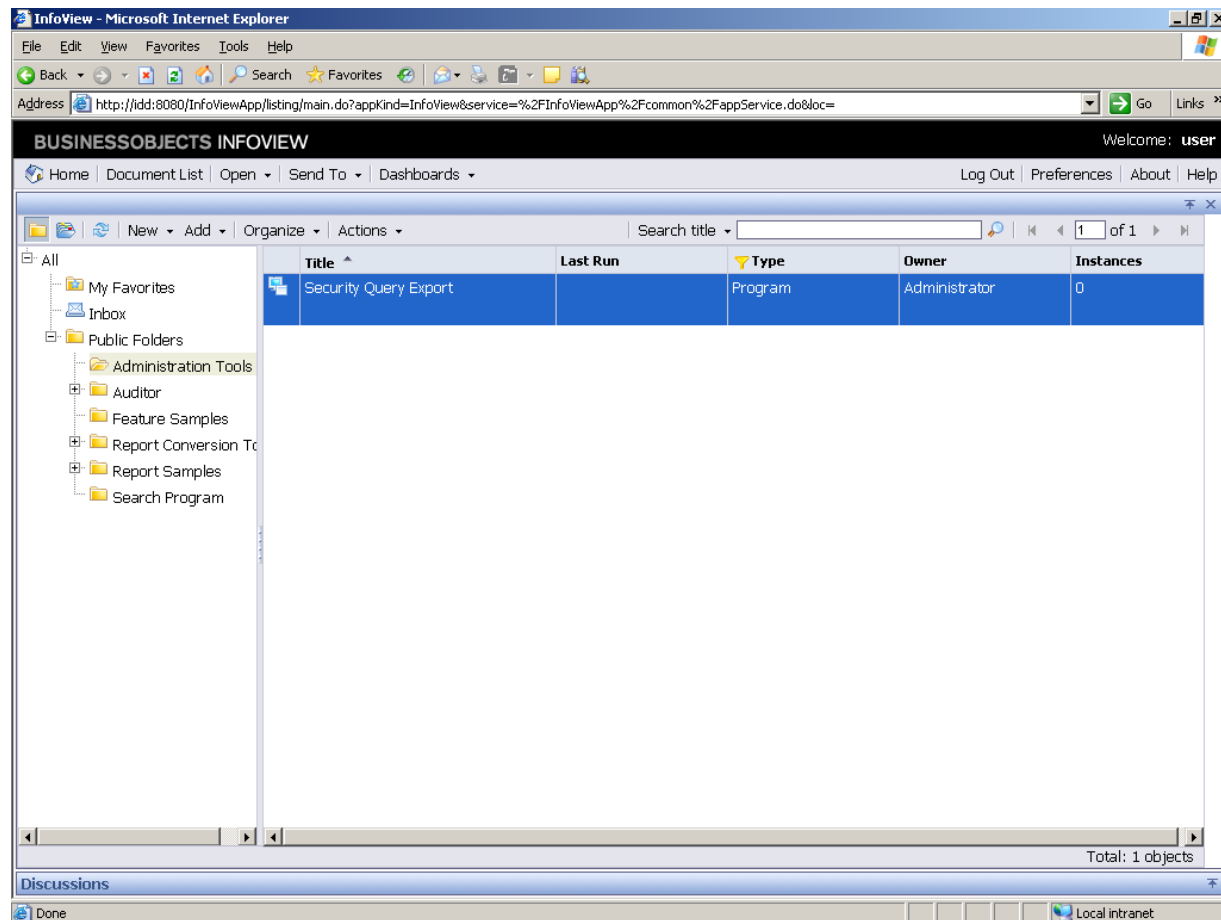
8. Press **[Enter]** to continue.

The Refresh button will refresh the Workspace Panel. This is useful when you want to see the most recent information available to you.

Press **[Enter]** to continue.

Navigating through InfoView

InfoView Toolbar

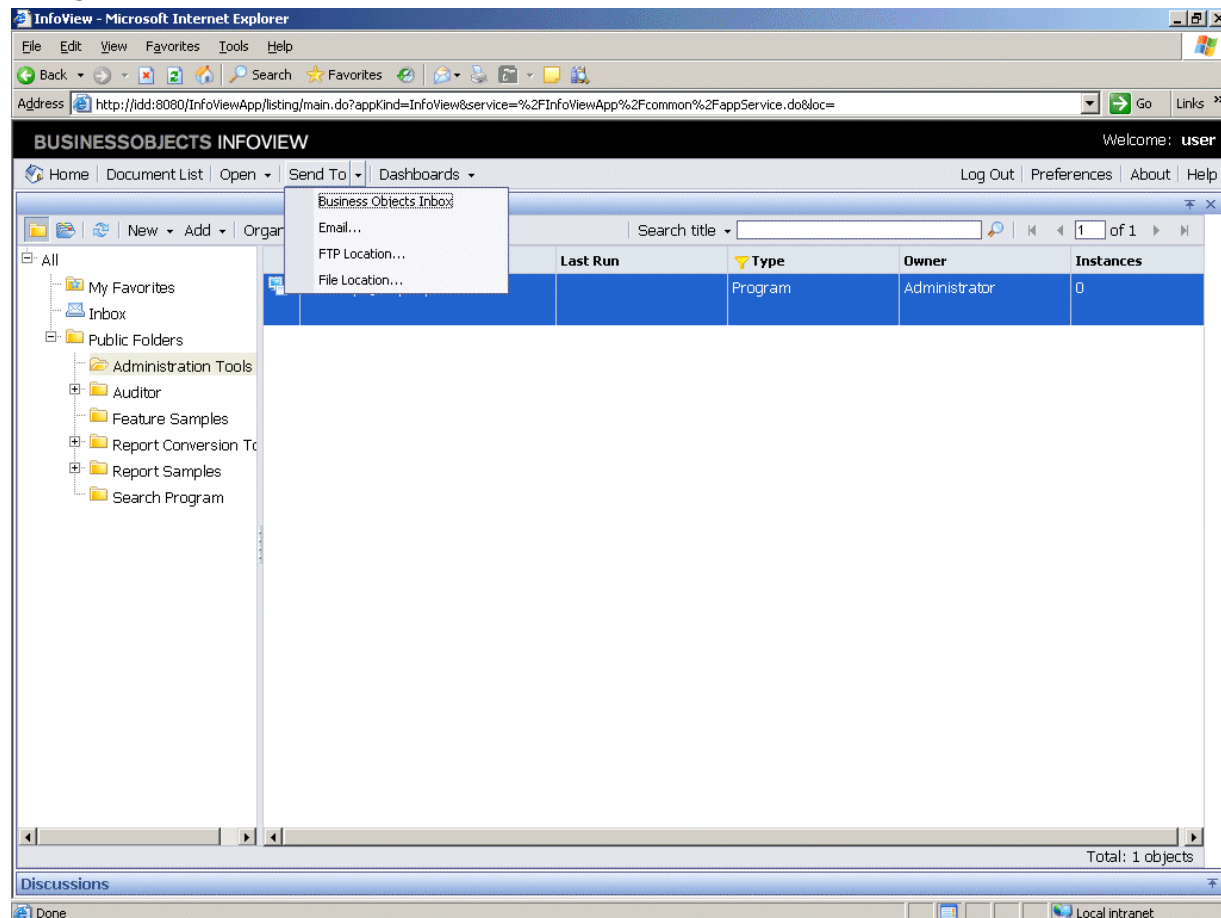


9. Click the **Send** drop-down button to activate the menu.

You can share and distribute your documents using the Send option.

Navigating through InfoView

Navigation Tree



10. Send Info

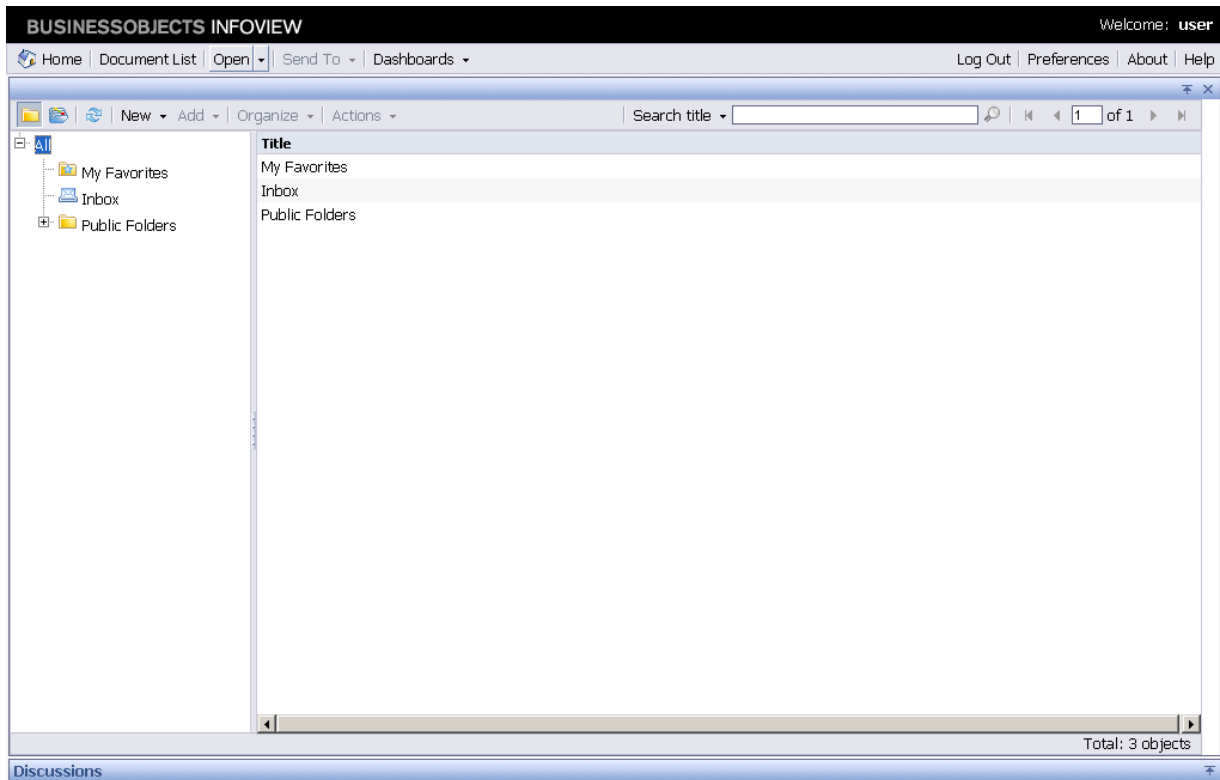
You can send documents to the Inbox of other InfoView users, to an email address, as well as an FTP or File location.

For more information, refer to the Sharing documents with others topic.

Press **[Enter]** to continue.

Navigating through InfoView

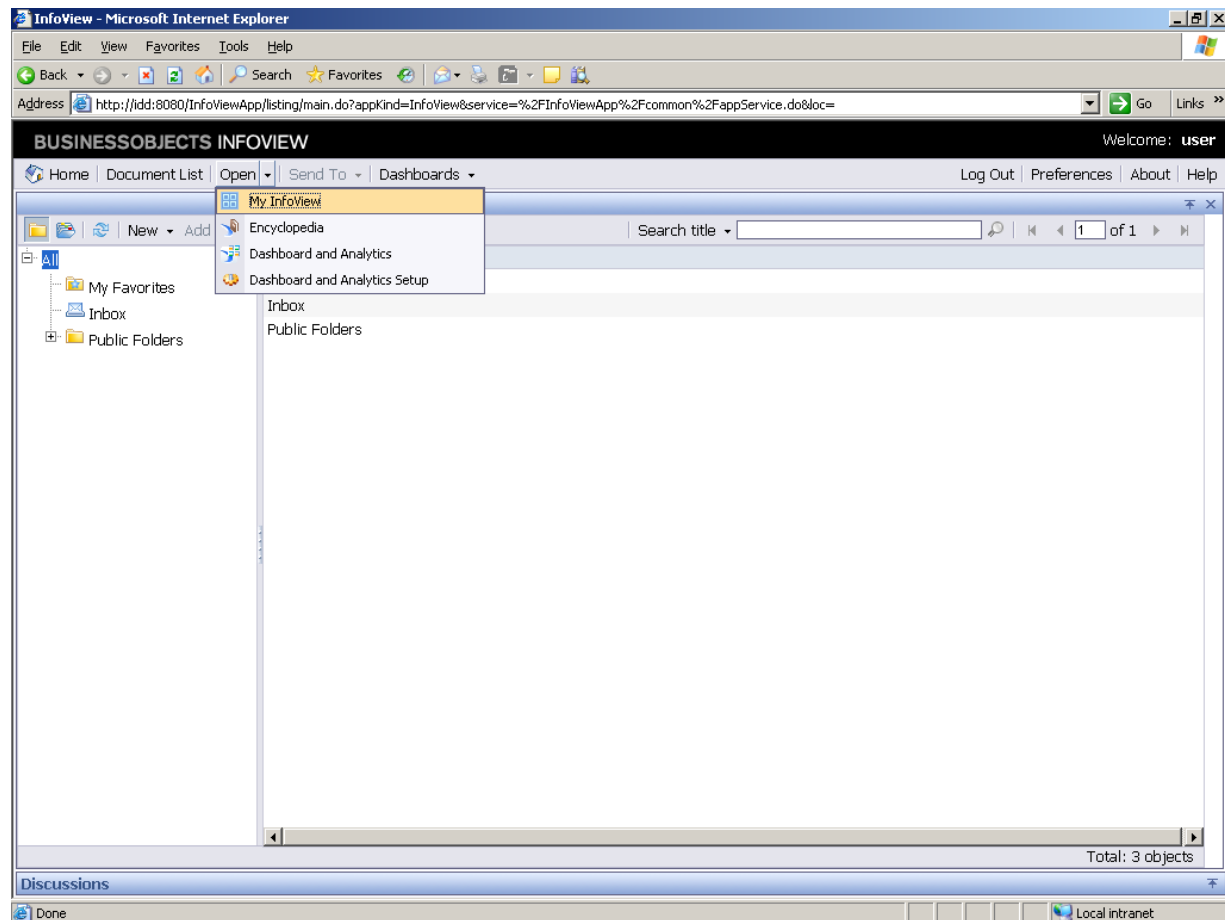
null Toolbar



11. Click **Open**.

Navigating through InfoView

InfoView Toolbar

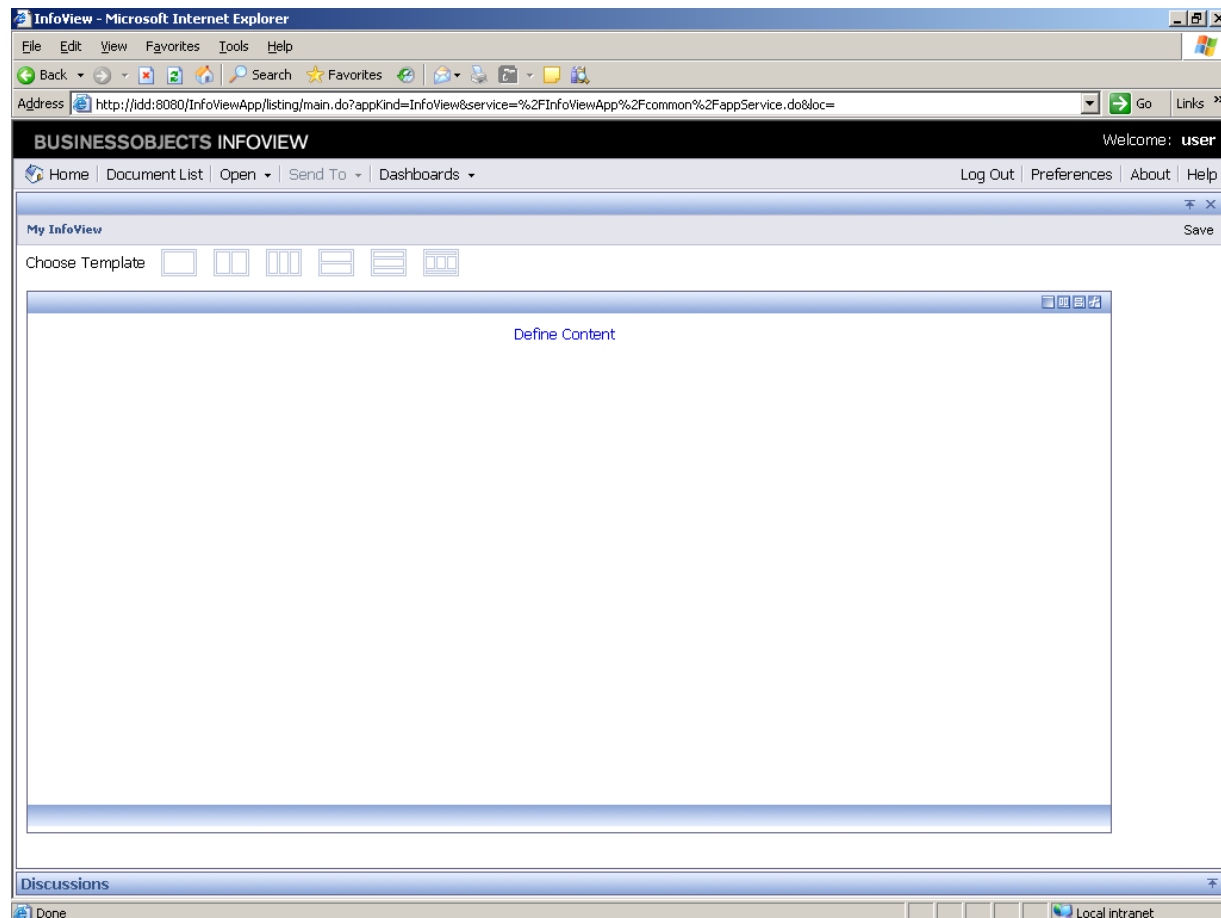


12. Click **My InfoView**.

You can display information from a variety of sources in a single dashboard by using My InfoView.

Navigating through InfoView

InfoView Toolbar



13. Press **[Enter]** to continue.

You can customize the My InfoView workspace to display objects, web pages, and object lists.

For more information, refer to the *Creating a dashboard with My InfoView* topic.

Press **[Enter]** to continue.

14. Click the **Search Title** drop-down button to activate the menu.

You have several search options to find documents within InfoView.

Navigating through InfoView

15. Click the **Advanced Search** object.

You can search by content, field, title, keyword, or perform an advanced search.
For more information, refer to the *Searching for documents* topic in Online Help.

16. Click **Preferences**.

You can set InfoView preferences to determine how information is displayed throughout your InfoView portal.

17. Press **[Enter]** to continue.

You can determine general preferences (how this portal displays information), document preferences (how different reports are viewed), and your logon credentials (password information).

For more information about preferences, refer to the *Setting InfoView Preferences* topic in Online Help.

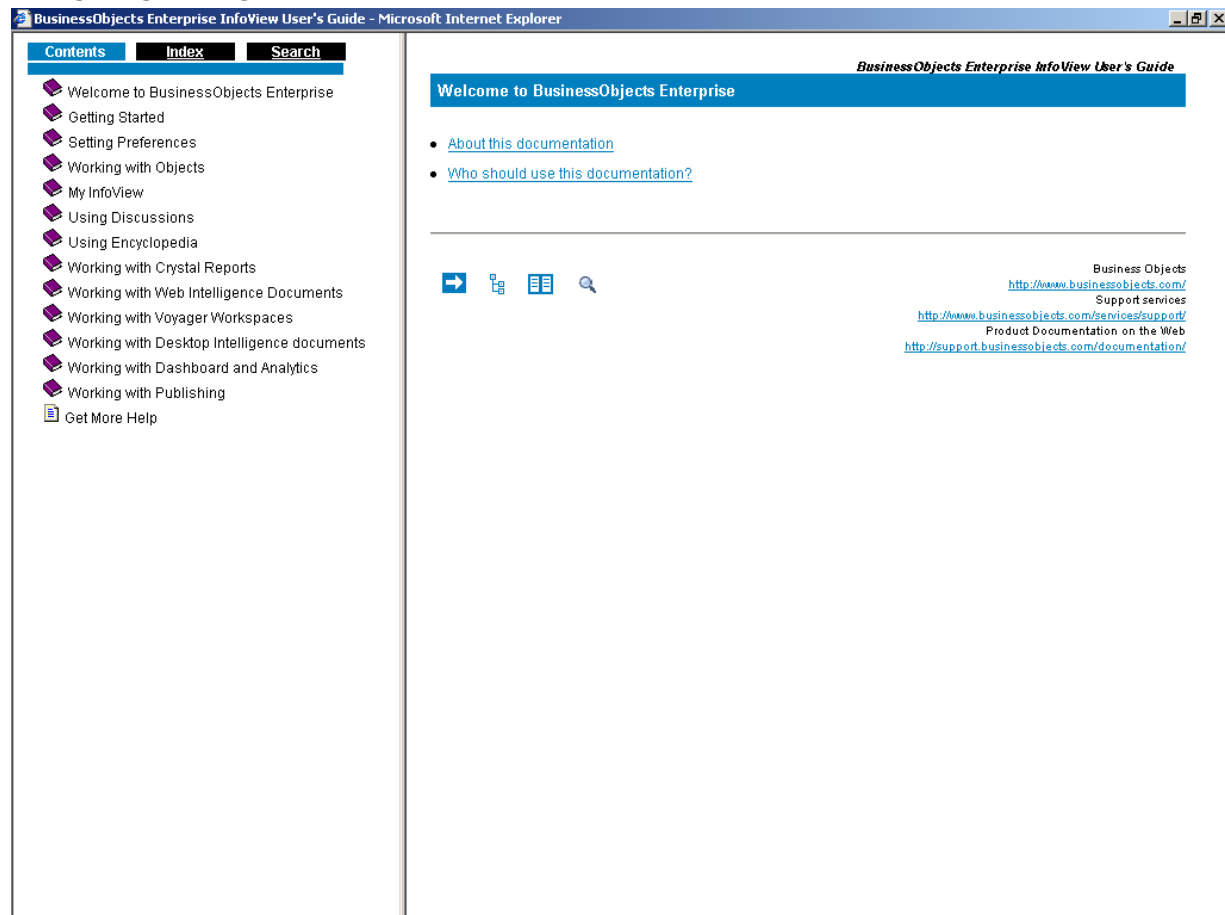
Press **[Enter]** to continue.

18. Click **Help**.

There is an online help system that you can use if you need to reference a topic.

Navigating through InfoView

Navigating through InfoView



19. Click **Close** button .

The *BusinessObjects Enterprise InfoView User's Guide* provides you with a detailed description of both InfoView and the concepts behind it, as well as complete instructions for using it.